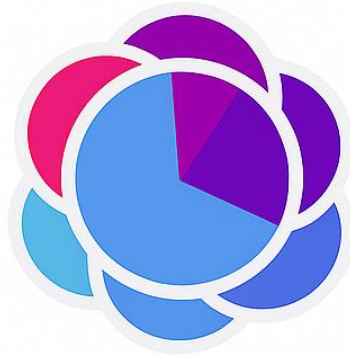




GranTrak User Guide



GranTrak GRANT MANAGER





GranTrak User Guide

◆ Getting Started with GranTrak Grant Entry

Welcome to GranTrak, your centralized platform for managing grant applications, funding allocations, and claim submissions. To begin entering a new grant, please provide the following details:

- **Grant Status:** Select the current stage of your grant. Common statuses include
 - *Draft* — initial setup phase
 - *Submitted* — awaiting review
 - *Approved* — confirmed for funding
 - *Active* — in progress and reporting
 - *Closed* — completed and archived
- **Funding Category:** Identify the type of funding being requested. Examples include
 - *Research & Development*
 - *Community Programs*
 - *Infrastructure Projects*
 - *Education & Training Initiatives*
 - *Emergency Relief*
- **Claim Categories:** Define the nature of your expense claims, such as
 - *Personnel Costs*
 - *Equipment Purchases*
 - *Travel & Logistics*
 - *Consulting Services*
 - *Operational Overheads*
- **Claim Status:** Indicate the current state of each claim, such as
 - *Pending Review*
 - *Approved for Payment*
 - *Rejected*
 - *Paid*
 - *Re-submitted*

By clearly defining these data categories, GranTrak streamlines the grant lifecycle and ensures consistency across your funding and claims workflow. Let's get your GranTracked, claimed, and funded.



GranTrak User Guide

Grant Information Form Add/Edit Grant information

Edit



Grant Information Form

Grant Title
Grant Title

Display As
Display As

Award Amount
\$0.00

Grant Number
Grant Number

Match Amount
\$0.00

Grant Status

Total Award
\$0.00


Application Date
1/1/1900


PoP Start
1/1/1900

Date Awarded
1/1/1900

PoP End
1/1/1900

Select Funding Type, Program, Agency

 Save

 Cancel



GranTrak User Guide

Claim Information Form Add/Edit Claims

Edit

Claim Information Form

Claim Description...

Claim Description

Date Paid

7/26/2025

Total Paid (calculated)

\$0.00

Payment Amount

\$0.00

Claim Category

Match Paid

\$0.00

Claim Status

Funded From

Reporting Frequency

Notes

Notes...

Select Optional Claim Categories

Save

Cancel



GranTrak User Guide

Funding Information is edited directly in the Excel like table layout with dropdown selectors.

Grant Summary Claims **Funding** Submissions

+ Add ✓ Save changes ⌂ Cancel changes 📄 Export to Excel

Actions	Description ▼	Amount Funded ▼	Match Amount ▼	Date Received ▼	Funding Type ▼
<div>Save Cancel</div>	<input type="text"/>	<div>0.00</div>	<div>0.00</div>	<div>7/26/2025</div>	<div></div>

Submission Information is edited directly in the Excel like table layout with dropdown selectors.

Grant Summary Claims Funding **Submissions**

+ Add ✓ Save changes ⌂ Cancel changes 📄 Export to Excel

Drag a column header and drop it here to group by that column

Actions	Item ▼	Type ▼	Frequency ▼	Due Date ▼	Submitted Date ▼	Notes ▼
<div>Save Cancel</div>	<input type="text"/>	<div>Budget Mod</div>	<div></div> <div>— Annually Monthly Quarterly</div>	<div>7/26/2025</div>	<div></div>	<div></div>